

**DEPARTMENT OF THE AIR FORCE  
AEROSPACE MAINTENANCE AND  
REGENERATION CENTER**

**AMARC INSTRUCTION 23-206**

**16 SEPTEMBER 1997**



**Supply**

**LOCAL MANUFACTURE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Materiel Management* and establishes procedures for the local manufacture (LM) and receipt of parts and equipment at AMARC under the Depot Maintenance Activity Group (DMAG) concept. It supplements AFI 21-114, *Managing Intercontinental Ballistic Missiles Maintenance*; AFMAN 23-110, Volume II (CD), Parts Two and Thirteen; and AMARCI 21-130, *Work Order Coding of Aerospace Vehicles and Miscellaneous Work Categories*, and AMARCI 65-604, *Actual Labor Hour Accounting*; and AMARCI 23-103, *Processing Supply Requests*. The definitions and criteria for LM items are contained in AFMAN 23-110, Volume II (CD), Part Two and applies to all AMARC organizations.

**SUMMARY OF CHANGES:** Changes office symbols and establishes the metric numbering system.

**1. GENERAL:**

1.1. LM is a source of supply (SOS). It is a very expensive process and should not be used until all other options have been exhausted. The following are examples of locally manufactured items:

- 1.1.1. Hoses, status boards, or tables of unusual size and configuration which cannot be ordered through normal sources of supply.
- 1.1.2. Battens.
- 1.1.3. Pitot tube covers.
- 1.1.4. Desert wheel chocks.
- 1.1.5. Control locks.

1.2. LM does not apply to certain support requirements needed on a day-to-day basis, such as the following:

1.2.1. Work done as part of a regular job process or service, such as cutting lumber, canvas, bar stock, sheet metal, pipe, tubing, or other bin stock. This is considered repair/service type work rather than LM.

1.2.2. Requirements, such as sign or chart making, sign painting, and small covers (wood, metal, canvas, cloth, or pressboard), which can't be related to standard stock listed items.

1.2.3. The local manufacture of tools and/or equipment to satisfy an internal maintenance requirement will be charged to SAC code 15. Process in accordance with (IAW) AFMAN 23-110, Vol II, Part Two, Chapter 9, *Requisitioning*, attachment B.2.1.

1.3. Items coded in national stock lists with an SOS other than LM will not be processed for LM, except in cases of extreme urgency and with documented authority. Other SOSs are Defense Logistics Agency (DLA) and local purchase. Recurring LM items will be reviewed periodically by the Logistics Directorate (LG), Supply Division (LGS), Center Support Management Branch (LGSS), to see if another SOS is available.

1.4. The Expendability, Recoverability, Reparability Cost Designator (ERRCD) assigned by LGSS, Supply Technicians will determine whether items will be categorized as equipment or supplies.

1.5. Systems Management Branch (LGSP), Stock Fund/Cost Analysis will send a letter to the Comptroller Directorate (FM), Depot Maintenance Activity Group (DMAG) Management Division (FMB), Depot Purchased Equipment Maintenance program officer (DPEM), at the beginning of each fiscal year stating that FMB has authority to obligate stock fund money. When FMB receives the DD Form 1348-1A, **DOD Single Line Item Release/Receipt Document** requesting local manufacture, the stock fund already has this money set aside.

1.6. Work must be approved and authorized prior to starting LM. Requisitions for LM are produced/output on DD Forms 1348-1A, and must be certified/approved by FMB to assure correct obligation of stock funds. The DD Form 1348-1A requisition will be used by the manufacturing activity to make the item. (See attachment 1.)

## 2. RESPONSIBILITIES:

2.1. When the needed drawings and specifications are not available for LM, the applicable division, office, or branch chief will request assistance, by letter, in preparing drawings, specifications and instructions from one of the following activities as appropriate:

2.1.1. Logistics Support Division (LGL), Packing Specialists, for projects for which the Woodmill Branch (LGLW) will be the manufacturing resource control center (RCC).

2.1.2. Aircraft Management Directorate (LA), Process-In Division (LAI) or Process-Out Division (LAO) or Reclamation Division (LAR) for projects for which the LA Directorate RCCs will be the manufacturing RCC.

2.2. The responsible activity will prepare and provide to the requesting activity two copies of each drawing and specification, as requested.

## 3. PROCEDURES FOR PROCESSING LM REQUESTS:

3.1. Requests from organizations for LM will be submitted to LGSS, Supply Technicians by telephone or written request, as follows:

3.1.1. If the item has been requested before, the following information should be telephoned to LGSS, Supply Technicians IAW AMARCI 23-103:

- 3.1.1.1. Name, organization/unit and building number.
- 3.1.1.2. Recurring or nonrecurring issue.
- 3.1.1.3. Organization and shop code.
- 3.1.1.4. Delivery code.
- 3.1.1.5. Force Activity Designator (FAD).
- 3.1.1.6. Urgency of Need Designator (UND).
- 3.1.1.7. Mark For data.
- 3.1.1.8. Quantity required.
- 3.1.1.9. Stock number, part number and noun.
- 3.1.1.10. Unit of issue.
- 3.1.1.11. Delivery priority code.
- 3.1.1.12. Desired/required delivery date (RDD) if less than UMMIPS standard times.

3.1.2. If the item is new or modified, one copy of the drawings, samples and/or specifications will be submitted with a DD Form 1348-6, **DoD Single Line Item Requisition System Document** IAW AFMAN 23-110, Vol II, Part Thirteen. (See attachment 2 for sample.)

3.2. If the item is new or modified, the designated LGSS, Supply Technician will:

3.2.1. Ensure the requested item cannot be obtained through another source of supply at a lesser cost. If another service is found, discuss the price and any specification differences with the requestor.

3.2.2. Keep copy 1 of the DD Form 1348-6.

3.3. For LM emergency walk-throughs, the appropriate LGSS, Supply Technician will:

3.3.1. Process requests IAW AFMAN 23-110, Vol II, Part Thirteen, if approved by the requesting division chief.

3.3.2. Forward to appropriate LGSS, Supply Technician or LGSS, Equipment Management for required action.

3.4. LGSS will forward 4 copies of the requisition (DD Form 1348-1A) to the Workload Division (FMW). If this is a first time request, attach one copy of the DD Form 1348-6 and one copy of all applicable drawings, specifications, and instructions.

3.5. FMW will:

3.5.1. Coordinate with the Logistics Support Division (LGL) staff or the appropriate LA process team to determine if the capability exists, if needed material is on hand or can be obtained within the required time, and for manhour estimates for each RCC involved. This procedure applies to

each new request and includes recurring requests for like items when the date of last manufacture exceeds 1 year.

3.5.2. Compare estimated unit price to ensure compliance with 20 percent over variance. If the estimate from LGL or the appropriate LA process team is more than 20 percent over amount shown on the DD Form 1348-1A, FMW must ask LGSS to contact the customer to validate the order.

3.5.3. If LM is going to be performed:

3.5.3.1. Enter estimated man-hour requirement and RCC in block 26 of the DD Form 1348-1A.

3.5.3.2. Send the DD Form 1348-1A to FMB for fund certification on an AFMC Form 181, **Project Order**.

3.6. Upon receipt of the DD Form 1348-1A package from FMW, FMB will:

3.6.1. Compute unit/total price using the estimated hours and the current DMBA miscellaneous sales rate. Enter new unit/total cost in blocks 1 and 4 of DD Form 1348-1A and circle with red ink. (See attachment 1.)

3.6.2. Enter the DMAG program control number (PCN), DMAG project order number (PON), signature, office symbol, and date below block 22.

3.6.3. Prepare an AFMC Form 181 for each LM request and forward to FM with the completed DD Form 1348-1A package.

3.7. FM will:

3.7.1. On receipt of a funded AFMC Form 181 and the return of the DD Form 1348-1A package, assign and load a "Y" series work order number into the Aircraft Status System for each required stock number, and enter it in block 26 of the DD Form 1348-1A.

3.7.2. Retain one photocopy of the funded DD Form 1348-1A.

3.7.3. Load the AFMC Form 181 to the I01 Data Base and "Y" work order numbers into the F83, **Work Order Directory**.

3.7.4. Send the DD Form 1348-1A package to LGL or to the LA process scheduling function, as appropriate.

3.8. LGL or the LA process scheduling function will:

3.8.1. Enter the scheduler's name and phone number in block 16 of the DD Form 1348-1A.

3.8.2. Distribute the DD Form 1348-1A and related documentation as follows:

3.8.2.1. Make a copy of DD Form 1348-1A for the LM file. This copy may be destroyed when copy number 2 is returned from the last RCC in the manufacturing process.

3.8.2.2. Provide LGSS the estimated completed date (ECD) on copy 4 of the DD Form 1348-1A prior to the induction of a LM.

3.8.2.3. Send documentation to the first LM RCC. This package will include the following:

3.8.2.3.1. DD Form 1348-1A (Requisition) - Copies 1, 2, and 3.

3.8.2.3.2. DD Form 1348-6 - one copy, if applicable.

3.8.2.3.3. Drawings and specifications - one copy, if applicable.

**NOTE:**

If both LG and LA contribute to the manufacture of the property, LGL or whichever had the first manufacturing RCC, will retain responsibility for manufacturing the item. When the first directorate has completed its portion of the job, it will complete an AFTO Form 349, Maintenance Data Collection Record, requesting the additional work be performed and send it to the other directorate's scheduling office (LARS or LA process scheduling function). Deliver the item being manufactured and the DD Form 1348-1A package directly to the next RCC.

3.9. The RCC will:

3.9.1. If the material is not on hand, order through the appropriate LGSS, Supply Technician after LM is approved. Request material that is not normal bench/shop stock through the LGSS, Supply Technician as direct material using the LM work order in Block 26 of the DD Form 1348-1A . (The direct material issued will be used for historical data when determining the material rate for LM.)

3.9.2. Do the necessary fabrication as scheduled, using drawings and specifications and descriptive data, or samples.

3.9.3. Send the DD Form 1348-1A package with the property to the next RCC, if applicable. Notify the scheduler shown in Block 16 on the DD Form 1348-1A of the status of the property.

3.9.4. The final RCC will send copy 2 and 3 of the DD Form 1348-1A to LARS or the process scheduler, as applicable, and will request the Storage and Distribution Branch (LGSD), Pickup and Delivery function, to pick up the item. (Copy 1 will stay with the property.) The RCC will not release items to anyone except LGSD.

3.10. Upon receipt of copies 2 and 3 of the DD Form 1348-1A from the final processing RCC, LGL or the process scheduler will keep copy 2 and send copy 3 to FMW, who will close out the work order in the F83.

3.11. LGSD, Receiving/Inspection will follow the procedures in AFMAN 23-110, Volume II (CD), Part Two, Chapter 10, *Receipt Processing*. Prior to processing the receipt, verify the DMAG unit price annotated on the DD Form 1348-1A with the item record unit price. If the price differs, enter the new price in the input. For local manufactured items, process the receipt with a "Y" in position 45, and shop code of manufacturing activity in positions 46-50, i.e., 348NB. Positions 74-80 will contain the unit price. All other entries will remain the same.

**4. REQUISITION IN-LINE FOLLOWUP.**

4.1. LGSS will, upon receipt of an F458 management notice that an LM requisition lacks status:

4.1.1. Obtain the necessary information from LGL or the Process Scheduling function (by phone) if copy 4 of the DD Form 1348-1A (A0A Requisition) was provided. Input AE1 (Local Manufacture Status) to update the current status.

4.1.2. Obtain the necessary information from FMW (by phone) if copy 4 of the A0A Requisition was Not provided or if no prior status exists for the requisition. If necessary, resubmit the requisition package to FMW, or process an AE1 to cancel.

**5. CANCELLATION OF LM REQUISITIONS .** For any LM cancelled after work has been started, the stock fund will automatically be charged for direct hours already expended. Customers should also be advised that FMB will deobligate the funds down to the amount already used. To ensure follow through of cancellation actions and to prevent the accumulation of excess materials and obligated work orders:

5.1. LGSS will:

5.1.1. Process the cancellation request IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, *Requisition-*

*ing*, Section D.

5.1.2. Process an AE1 for the due-in document (requisition) number with the appropriate cancellation code as shown in AFMAN 23-110, Volume II, Part Two, Chapter 9, Attachment D-1. This produces a DD Form 1348-1A cancellation notice.

5.1.2.1. Annotate in block 26 (on all copies of the DD Form 1348-1A) the work order number shown on the LM requisition in the suspense file; also annotate the cancellation action.

5.1.2.2. Notify the appropriate scheduler, by phone, of the cancellation action and that documentation will follow.

5.1.2.3. Send copies 1 through 3 to LGL or the process scheduler with a routing slip plainly marked to ensure receipt by the appropriate scheduler.

5.1.2.4. File copy 4 with the suspense copy.

5.2. The LGL or process scheduler will:

5.2.1. Notify the responsible LM RCC and FMW of cancellation action.

5.2.2. Place copy 1 of the DD Form 1348-1A, annotated with cancellation data, in the LM file.

5.2.3. Send copy 3 of the DD Form 1348-1A cancellation notice to FMW, DMAG monitor.

5.2.4. If the LM work load involves both LG and LA, the responsible scheduler will send copy 2 to the other scheduling function. Otherwise, destroy copy 2.

5.3. The fabrication RCCs will cancel all outstanding material requests against the work order; annotate reason for cancellation, if known, and return the complete work package to LGL or process scheduler, as appropriate.

5.4. FMW will notify FMB and LGSS of cancellation actions.

OFFICIAL

ANN E. EDWARDS  
Chief, Information and Publications Branch

**16 SEPTEMBER 1997**

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**Attachment 1**  
**SAMPLE DD FORM 1348-1A**

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**DD FORM 1348-1A FOR ISSUE RELEASE/RECEIPT**  
**(SAMPLE ENTRIES)**

[illegible]

**Attachment 2**  
**SAMPLE DD FORM 1348-6**

AMARCI 23-206 Attachment 2 16 September 1997

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**DD FORM 1348-6**  
**(SAMPLE ENTRIES)**

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		PAGE		ITEM IDENTIFICATION* (SEE PRECEDING PAGE FOR OTHERS)																												QUANTITY		REQUISITION													
1		3		5		7		9		11		13		15		17		19		21		23		25		27		29		31		33		35															
JBI		1730		L900		509A																EA		001		000		R3		4		8		C															
DOCUMENT NO. (CONT.)										SUPPLEMENTARY ADDRESS										FUND CODE		EIGHT-ALPHABETIC CODE		PROJECT CODE		PRIORITY		REQUIRED DATE OF DELIVERY		ADVISE CODE		BLANK																	
DATE		SERIAL		VOLUME																																													
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69																
0331		0005																																															
RELJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)										LOCAL MANUFACTURE										MANUFACTURE'S NAME										DATE (YYMMDD)										TECHNICAL ORDER NUMBER									
N/A										N/A										N/A										N/A										N/A									
TECHNICAL MANUAL NUMBER										DESCRIPTION OF ITEM REQUESTED										NAME OF ITEM REQUESTED										COLOR																			
N/A										Aircraft wooden chocks for aircraft storage use. Size 6"x6"x24"										Desert Chocks										N/A																			
END ITEM APPLICATION										SIX-FIGURE CATALOG IDENTIFICATION										DATE (YYMMDD)										TECHNICAL ORDER NUMBER																			
Aircraft in Desert Storage										N/A										N/A										N/A																			
NO. MAKE										NO. MODEL NUMBER										NO. SERIES										NO. SERIAL NUMBER																			
N/A										N/A										N/A										N/A																			
12. REMARKS										13. REMARKS										14. REMARKS										15. REMARKS																			
EST. RESTR. ESTRELLA										JBI										See attached drawing										Estimated cost: \$7.20 ea																			
Shop Code: 348CB										XB3																																							
Del Dest: M-43										Tel Ext: 3679																																							